



## **DRS - REHABILITATION TECHNOLOGY SPECIALIST I**

### **CHARACTERISTICS OF WORK:**

This is advanced professional work involving providing assistive technology services for an assigned area of the state. The employee will be responsible for evaluating a client's condition to determine if technology is appropriate, determining what technology would be of the most benefit, instructing both clients and vocational rehabilitation counselors in the proper use of technology. The employee will be evaluating clients for direct technology services including but not limited to home and/or work site modifications; seating, positioning, and mobility; adaptive computer access; augmentative and alternative communication; agricultural accommodation; low vision and blindness accommodation; adaptive auditory accommodation; and adaptive driving, vehicle modifications, and vehicle assessment. These individuals also provide assistive technology service to the agency and the local community.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

A Master's Degree from an accredited college or university in Rehabilitation Engineering, Electrical Engineering, Mechanical Engineering, Biomedical Engineering, Biological Engineering or a related science engineering field;

**AND**

#### **Experience:**

One (1) years of experience related to the above-described duties.

**OR**

#### **Education:**

A Bachelor's degree from an accredited four-year college or university in Rehabilitation Engineering, Electrical Engineering, Mechanical Engineering, Biomedical Engineering, Biological Engineering or a related science engineering field;

**AND**

**Experience:**

Two (2) years of experience related to the described duties, of which one (1) year must have been directly related. Certification as an Assistive Technology Specialist, Assistive Technology Practitioner, or Professional Engineer may be substituted for one (1) year of experience.

**Substitution Statement:**

Above graduation from an accredited college or university, related education, and related experience may be substituted on an equal basis.

**PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Peripheral:** Ability to observe an area that can be seen up and down or to the left and right while eyes are fixed at a given point.

**Depth Perception:** Three dimensional vision, ability to judge distances and spatial relationships.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Color:** Ability to identify and distinguish colors.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or bend. The incumbent is frequently required climb or balance.

**COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting

official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

**PUBLIC SECTOR COMPETENCIES:**

**Integrity and Honesty:** Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

**Accountability:** Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and

responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

#### **TECHNICAL COMPETENCIES:**

**Technical Proficiency:** The ability and willingness to become competent in the technical areas needed to do a specific job.

Reads, comprehends, evaluates, interprets, and implements federal (i.e ADA), and state laws, policies, mandates and regulations relating to technical rehabilitation work. Reads, evaluates, develops, and interprets technical documents and design drawings. Exhibits understanding of, compliance with, and implementation of safety rules and regulations. Exhibits the ability to identify alternatives and make technical decisions. Makes the best decision based on incomplete and conflicting information. Utilizes enterprise-wide data and technical software needed to perform specific duties. Recognizes the need for continued professional and technical development. Demonstrates proficiency in applicable technical areas based on the application of acquired technical knowledge. Participates in training and continued education.

**Problem Solving/Decision Making:** The ability and willingness to work with people and to solve problems in order to effectively and efficiently complete assigned tasks.

Demonstrates the ability to anticipate potential and identify existing problems. Analyzes the effects of decisions on stakeholders. Studies and evaluates problems/concerns; researches solutions; uses creative thinking, sound judgement, good decision-making skills, and current information to provide both oral and written solutions to problems, stakeholder inquiries, and policy changes. Negotiates when necessary to solve problems. Seeks to identify and resolve conflict situations, and effectively deals with difficult issues and people. Exhibits the ability to handle multiple issues and projects concurrently.

**Stakeholder Relations:** The ability and willingness to interact and communicate effectively with stakeholders.

Represents and supports the agency positively (including mission, values, and goals). Demonstrates a functional understanding of the various organizational units within the agency and their relationships with each other. Provides proactive information to stakeholders to keep them informed of current and potential rehabilitation situations. Demonstrates the ability to communicate complex technical ideas coherently and effectively, both in writing and orally, to technical and non-technical stakeholders. Recognizes, respects, and is sensitive to various stakeholders' perspectives and needs. Recognizes sensitive information and keeps it confidential, consistent with the law.

**Consumer/Client Relations:** The ability and willingness to interact with clients and address their needs with professionalism.

Probes to discover client's underlying needs. Follows through on promises, questions, and complaints. Demonstrates empathy and respect in interaction with clients. Confronts clients in a clear and direct manner.

Maintains a professional distance from the client by remaining objective and supporting client independence.

**Planning:** The ability and willingness to become competent to contribute to the implementation of the mission of the agency.

Participates in the development of plans, programs, policies, and procedures to meet the goals of the agency. Exhibits an understanding of the agency's mission, values, goals, policies, and financial capabilities. Effectively utilizes tools such as risk assessment, cost-benefit analysis, socioeconomic impact analysis, etc. in the decision-making and planning processes.

### **ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Collects information and determines appropriate assistive technology services for Mississippians with disabilities.
2. Maintains communications with federal, state, and community agencies, clients, employers, and other individuals within the community.
3. Provides technical expertise.

### **EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Provides assessment, technical assistance, and assistive technology services to clients in a specific geographical area to assist people with disabilities to go to work or live independently.

Locates and utilizes all available resources as needed in the provision of the client's assistive technology services.

Assists with management of fiscal allocations provided by the agency for use in the provision of services.

Maintains comprehensive documentation of all casework activities and ensures the confidentiality of all case information.

Performs administrative duties such as writing evaluation reports and updating clients' files.

Applies the American with Disabilities Act (ADA) and American National Standards Institute (ANSI) standards to home and work site modifications.

Provides accessibility to existing facilities, homes, etc.

Gathers and maintains resources for technology related issues.

Designs, develops, and fabricates custom rehabilitation technical equipment.

Analyzes jobs and/or job tasks.

Learns and uses computerized (CAD) software.

Maintains a continuous program of public relations in assigned area, including the interpretation and provision of rehabilitation information to the public.

Develops and maintains a close working relationship with rehabilitation professionals, the medical profession, and other allied groups.

Has intermediate knowledge of the basic disability areas, rehabilitation process, ergonomics, resources, current laws, and existing technology.

Knows design and application of enabling technology.

Serves as a team leader for a district-wide technology team.

Learns and applies new or advanced information in the field of adaptive technology.

Prepares specifications and technical drawings.

Sketches or draws new designs or modifications to existing designs of tools, equipment, furnishing, adaptive technology, etc.

Assists with bids and oversees construction to ensure compliance with standards.

Provides technical assistance, consultative services, and training regarding rehabilitation technology.

Develops, maintains, and updates assistive technology lab as needed.

Provides installation and configuration of adaptive technology.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.